Annual Facility Inspection Report
General Building Inspection

Building Name:

Building No.:   Building License Type:

Region: Inspected By: Date:

Inspection Area	No.	Items	OK	Not OK*	N/A
Fire Systems	1	Fire Alarm Panel	( )	( )	( )
	2	Batteries	( )	( )	( )
	3	Smoke Detectors	( )	( )	( )
	4	Heat Detectors	( )	( )	( )
	5	Smoke Doors	( )	( )	( )
	6	Automatic HVAC Shutdown	( )	( )	( )
	7	Smoke and Fire Dampers	( )	( )	( )
	8	Fire Department Tie-In	( )	( )	( )
	9	Sprinkler System	( )	( )	( )
	10	Post Indicator Valve	( )	( )	( )
	11	Combustibles/Flammables	( )	( )	( )
	12	Fire Extinguishers	( )	( )	( )
	13	Kitchen Hood Extinguisher System	( )	( )	( )
	14	Fire Documentation on file and current	( )	( )	( )
Exits	15	Exits (Not locked or blocked)	( )	( )	( )
	16	Door Closers (Work and not held open)	( )	( )	( )
	17	Exit Signs	( )	( )	( )
	18	Emergency Lights	( )	( )	( )
	19	Panic Hardware	( )	( )	( )
	20	Stairways	( )	( )	( )
	21	Fire Escapes	( )	( )	( )
	22	Handicap Ramp and Door	( )	( )	( )
HVAC	23	HVAC Systems Working Properly	( )	( )	( )
	24	Clean Filters	( )	( )	( )
	25	Clean Supply and Return Grilles	( )	( )	( )
	26	Condenser/Evaporator Coils Clean	( )	( )	( )
	27	Condensation Pans in good condition and draining	( )	( )	( )
	28	Exhaust Fans	( )	( )	( )
Plumbing	29	Backflow Preventers tested within last year	( )	( )	( )
	30	Sanitary Drains (Sinks, Tubs/Showers, & Commodes)	( )	( )	( )
	31	Hot Water Tanks and Mixing Value	( )	( )	( )
	32	Plumbing Leaks	( )	( )	( )
	33	Handicap Facilities	( )	( )	( )
Electrical	34	Service/Ground Connections	( )	( )	( )

Inspection Area	No.	Items	OK	Not OK*	N/A
	35	Panel Boxes and Breakers (Directory up to date)	( )	( )	( )
	36	Extension Cords	( )	( )	( )
	37	Lights	( )	( )	( )
	38	Switches	( )	( )	( )
	39	Generators and Transfer Switches	( )	( )	( )
	40	Electrical Door Locks	( )	( )	( )
	41	Wiring	( )	( )	( )
	42	GFI Outlets (where needed and working properly)	( )	( )	( )
	43	Power Disconnects installed where needed	( )	( )	( )
	44	Monitoring and Security Systems	( )	( )	( )
Appliances	45	Ranges and Hoods (Filters Clean)	( )	( )	( )
	46	Clothes Washer Grounded	( )	( )	( )
	47	Clothes Dryer Grounded and Filter Clean	( )	( )	( )
	48	Refrigerator Working and Good Seals	( )	( )	( )
	49	Dishwasher	( )	( )	( )
	50	Garbage Disposal	( )	( )	( )
Structure	51	Roof/Windows/Screens	( )	( )	( )
	52	Doors/Ceilings/Walls/Floors	( )	( )	( )
General	53	Housekeeping/Sanitation Good	( )	( )	( )
	54	Pest Control (Roaches, Ants, Rodents)	( )	( )	( )
	55	Handicap Parking	( )	( )	( )
	56	Yard and Outside Buildings	( )	( )	( )

*NOTE: For all inspection items "Not OK" describe problems in REMARKS area below.

Hot Water Tank: _____ ºF   Room Temperature: _____ ºF

Bath Water: _____ ºF   Dishwasher: _____ ºF   Rinse: _____ ºF

REMARKS: _____

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